

FINANCE DEPARTMENT

No. 24021 (50)—FR.-3/98-F.

The 2nd June 1998

FROM

Shri K. B. Verma,
Principal Secretary to Government.

TO

The Secretaries of all Departments

SUBJECT— Policy decisions for Resource Mobilisation and Observance of economy.

Sir,

I am directed to refer to this Department letter No.11172 (40)-F., dated the 20th March 1998 and Office Order No. 11804—FR-3/98-F., dated the 25th March 1998 in which the procedure for filling of vacancies caused on account of promotion/retirement/death/resignation had been prescribed and to say that a large number of proposals are pouring in which necessitate frequent meeting of the High Power Committee. In order to ensure that only such proposals are placed before the High Power Committee as are of utmost administrative exigency the following procedure, in partial modification of the earlier one, may be followed henceforward :—

- (1) All proposals for filling of vacancies will first be referred to the P. & C. Department (for Plan posts only) and thereafter to the Finance Department for formal opinion. While sending the proposal the Administrative Department should specifically indicate the likely expenditure and whether it can be accommodated within the Plan/Non-plan budgetary provision.
- (2) The memorandum for the High Power Committee will be prepared by the Administrative Department which will indicate the expenditure implication and also the views of P. & C. Department and Finance Department. The Administrative Department should also indicate specifically if vacancy can be filled up by way of redeployment and if so, the manner of redeployment.
- (3) All memoranda should be sent to the Finance Department which will obtain order of the Chief Secretary for calling the meeting of the High Power Committee. The minutes of the meeting will be prepared and approval thereof obtained by the Administrative Department concerned. Copies of the minutes of the meeting will be forwarded to the Finance Department and P. & C. Department.

The revised procedure will come into immediate effect.

Yours faithfully,

K. B. VERMA

Principal Secretary to Government